

**MINUTES OF THE BOARD TRAINING  
OF THE HAWAII PUBLIC HOUSING AUTHORITY  
HELD AT THE PACIFIC CLUB, 1451 QUEEN EMMA STREET  
ON FRIDAY, JULY 16, 2010  
IN THE CITY AND COUNTY OF HONOLULU, STATE OF HAWAII**

The Board of Directors of the Hawaii Public Housing Authority met for a Board Training at the Pacific Club, 1451 Queen Emma Street on Friday, July 16, 2010 at 9:00 a.m.

Those present and excused were as follows:

**PRESENT:** Chairperson Travis Thompson  
Director Sam Aiona  
Vice-Chair Eric Beaver  
Director Rene Berthiaume  
Director Sherrilee Dodson  
Director Roger Godfrey  
Director Clarissa Hosino  
Director Carol Ignacio  
Designee Henry Oliva  
Director Linda Smith  
  
Executive Director, Denise Wise  
Deputy Attorney General, Krislen Chun

**EXCUSED:** Director Matilda Yoshioka

**STAFF PRESENT:** Barbara Arashiro      Executive Assistant  
Alan Sarhan      Chief Planner

**OTHERS:** Bob Agres      Hawaii Alliance for Community Based  
Economic Development (HACBED)  
Nancy Neuffer      Hawaii State Ethics Commission  
Linden Joesting      Office of Information Practices (OIP)

Chairperson Thompson welcomed the Board, presenters and staff to the training. This was not a regular Board meeting thereby no Board business was discussed or decisions made. Chairperson Thompson thanked Director Dodson and the Board Training Task Force for organizing the training.

Mr. Agres, HACBED, began the training by discussing the roles and responsibilities of the Board and staff. He organized the participants into small groups of 3-4 and then led an exercise that delineated the roles of board and staff. The exercise also highlighted the vision the Board

has for the HPHA. Discussion ensued within the small groups. At the end of the exercise, the small groups debriefed their results. There were common elements articulated by the groups and they were:

- Strong vision for the HPHA
- Current board is engaged in the governance of the HPHA
- Staff capacity is incrementally increasing

Ms. Wise presented an overview of the HPHA which included the organizational structure; budget, location of capital projects and programs administered by the HPHA. After the presentation the Board requested additional information.

Mr. Sarhan presented an overview of the legislative process and how the HPHA interacts with the legislators. He presented some examples using the last legislation session. He also discussed the PHA Plan and the Board's role in its approval and stakeholder involvement. He provided the participants with key dates, as most of the processes that he manages are date driven. For future reference the participants requested a calendar that would identify the key dates.

**Director Ignacio and Aiona left 12:40 p.m.**

Ms. Neuffer discussed ethics of being a Board member. Given that the HPHA board is a public body there are ethical behavior parameters that each Board member must comply with. Some examples covered by Ms. Neuffer were, receipt of gifts, perception of influence and conflict of interest.

Ms. Joesting discussed the role of OIP and that it administers Hawaii's open records law, the Uniform Information Practices Act (Modified), chapter 92F, Hawaii Revised Statutes ("UIPA") Sunshine Law. Her presentation was focused on the Sunshine Law. Within her presentation she discussed what is required, what is prohibited and what is allowed. Highlights included:

- Meeting notice requirements
- Agenda requirements
- Minutes recordation
- Executive Session requirements

She further stressed that the primary purpose of the Sunshine Law is to promote transparency and to further the people's right to know.

Ms. Arashiro's presentation highlighted all of the HPHA's developments and their locations within the state. Her presentation included not only location, but also number of units and staff.

Chairperson Thompson thanked all the participants and presenters. He closed the training and asked the attendees to complete a training evaluation.

## MINUTES CERTIFICATION

Minutes Prepared by:



Denise Wise  
Executive Director

AUG 19 2010

Date

Approved by the HPHA Board of Directors at their Regular Meeting on  
August 19, 2010



Matilda Yoshioka  
Director/Board Secretary

AUG 19 2010

Date